

14 March 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction - Part I

GENERAL

1. A heavy snowstorm beginning Saturday 15 February curtailed operations at headquarters on the 17th and 18th. Thanks to the special efforts of the small staff present and the cooperation of the PSD, a 100-page edition of the Daily Report was issued on the 17th. On the 18th, for the first time in the work-day history of FBIS, no Daily Report was issued. The same storm partially isolated the East Coast Bureau for two days. Beginning Monday the 24th, all access roads to the West Coast Bureau were closed by flood waters and the station was isolated for 40 hours. At both bureaus, on duty staff working over-time assured uninterrupted coverage and communications.

2. The Austrian Bureau was instructed to terminate processing of Soviet Bloc journals as of 14 February. The Communist press scrutiny unit in Vienna will henceforth concentrate on supplying current materials from daily newspapers for use in the Daily Report. FDD now has sole responsibility for meeting RPB requirements from the journals.

3. Arrangements have been made to activate Phase III of the allocated channels communications plan on 3 April. This will provide a two-way circuit between Tokyo and Washington.

EDITORIAL BRANCH COMMENT

1. General

a. Reduction in the volume of field copy without sacrifice of information can be accomplished by judicious compression including the use of editor's notes. Since reproduction limitations inevitably mean that worthwhile material must be excluded or published late, the filing of excerpts and summaries of noncritical material rather than texts will measurably enhance the usefulness of the Daily Report.

b. The names of seven countries may properly be rendered in the following approved abbreviated form, either as a noun or as an adjective:

CPR	Chinese People's Republic
DRV	Democratic Republic of Vietnam
DPRK	Democratic Peoples Republic of Korea
GDR	German Democratic Republic
ROK	Republic of Korea
USSR	Union of Soviet Socialist Republics
UAR	United Arab Republic

If there is any question of the reader being confused or misled, the full name of the country involved should be spelled out when it first occurs, with subsequent references abbreviated.

c. Far Eastern bureaus are cautioned to be particularly careful in routing copy to the BBC. Unless the specific indicator "Relay WLA for BBC" is applied, items intended for the BBC will probably not reach their destination, because of the tape-relay handling procedures established in the headquarters wire room in connection with the use of the allocated channels. During the last two weeks in February, there were several instances when the lead take of a multitake item carried the appropriate routing indicator but succeeding takes did not.

d. The allocation of exclusive channels to FBIS for traffic between London and Washington is not an implied authorization to deviate from established paging procedures. Failure to adhere to the FBIS practice of limiting takes to one 10-line and two 20-line Signal Corps pages creates handling and processing problems in headquarters. This deviation has been observed frequently in the Eastern European and Soviet roundups prepared at the London Bureau and occasionally in multitake items from most overseas bureaus.

e. As the bureau editors know, pagination of the Daily Report occasionally requires artificial paragraphing. However, in order to keep such artificialities at a minimum, editors should make every effort to organize paragraphs according to logical thought patterns.

f. In answering queries involving figures, it is requested that the correction include the entire figure group and its confirmation where appropriate.

g. FBIS style in processing interviews calls for "Question" and "Answer" to be written out each time they appear. Do not use "Q" and "A".

2. London and East Coast Bureaus

a. Briefs contained in composite sections -- such as the Benelux or Scandinavian countries -- should whenever possible include the name of the country in the heading. In most cases, material of purely factual secondary interests received from AFP and REUTERS should be briefed rather than sent as text.

3. Austrian and German Bureaus

a. In items dealing with Czech currency, the correct term is "koruna," plural "koruny."

b. The filing of DPA reviews of Scandinavian and other West European press comment is appreciated.

OFFICIAL USE ONLY

4. Mediterranean Bureau

a. The above general statement about the need for greater compression of copy applies specifically to Greek intercepts which continue to be processed in too great volume for adequate handling by Daily Report editors. In addition, much of the copy needs more critical editing than it has been getting. Instances abound of word for word translation of Athens material into awkward, unidiomatic English. (See in particular the morning Press Review for March 1). In selecting Greek copy for processing, however, editors should bear in mind the BBC's great interest in all matters relating to Cyprus.

b. The bureau's rapid processing and judicious use of the higher precedence indicators on significant Middle East items, permitting timely publication in the DAILY REPORT, has elicited repeated expressions of gratitude from consumers. In this connection it is no longer necessary to file the Israeli press reviews priority unless the content warrants such special treatment.

c. Closer checking of Yemeni and Omani geographical names would be appreciated.

5. Okinawa and West Coast Bureaus

a. Briefs could be compressed further with consequent economies in space and wire filing time. For the most part, the brief is intended to provide factual data with the padding normally found in texts omitted. For example, if the following brief were condensed, the parenthetical words could very well be omitted:

"Workers have offered (a total of) 500 rationalization proposals to the Shensi (Provincial People's) Government. Meanwhile, the Shensi (Chinese Communist) Party Committee presented a draft program to the First People's Congress, which convened (on) Feb. 21. The (People's) Congress appealed (to the masses) for (wholehearted) support of the (People's Liberation) Army units in Sian (, capital of the province)."

b. Both bureaus are to be commended for the excellent handling of material on the CPR National People's Congress, particularly for rapid, effective interbureau cooperation in processing MCNA English transmissions with a minimum duplication of effort. In some instances, because of space limitations, it was necessary to publish summaries of speeches rather than the fuller versions also filed from the field, but the fuller versions were in all cases given special distribution and were well worth the time spent.

c. The Okinawa bureau has also provided excellent coverage of developments in the Indonesian crisis. Prompt filing of FYI's and textual material was greatly appreciated. At the request of higher authorities, the February 10 speeches at Padang by Indonesian rebels Simbolon and Hussein were published separately as extracts from the February 11 Daily Report on a crash basis for special distribution the same day.

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6. Daily Report Supplements issued:

- a. 6 February -- World Radio and Press Reaction to Launching of American Earth Satellite.
- b. 11 February -- Speeches at Palang by Indonesian Rebels Simbolon and Hussein on 10 February (These two items, also carried in the DAILY REPORT for 10 February, were reproduced in additional copies for special distribution at the request of the DCI).
- c. 12 February - SED First Secretary Walter Ulbricht's Speech on Administrative Reorganization to the GDR People's Chamber on 10 February.
- d. 12 February -- Fifth Session of the CPR National People's Congress: Report of Implementation of the 1957 Budget and Draft State Budget for 1958, Delivered 1 February.
- e. 17 February -- Fifth Session of the CPR National People's Congress: Report on Draft Plan for the National Economy in 1958, Delivered 3 February.

FIELD SUPPORT OF THE RADIO PROPAGANDA BRANCH

1. Two special reports this month were based on research done in the field: A report on increased stress on political indoctrination in Radio Volga broadcasts was prepared from a study done at the German Bureau, and a report calling attention to renewed literary controversy in North Vietnam was prepared from a study done in Saigon. Data collated in the field on nominations of Soviet Party Presidium members for the Supreme Soviet elections have already been used in an initial report on the Wire. A full study will be published early in March.

2. A number of bureaus still use the flag "RPB ONLY" on copy filed in response to queries from the Radio Propaganda Branch. Editors are referred to the standing instructions for flagging copy on page B 1 of the FBIS Editorial Handbook: All material, regardless of whether it is filed on the bureau's own initiative or in response to a request, should be filed in such a manner as to insure general distribution unless the material is known to be of exclusive interest to a single branch or staff. Most material filed in response to RPB queries--whether processed copy, corrections, or confirmations--is of interest to the Daily Report as well and should not be flagged "RPB ONLY."

3. London Bureau: Roundup writers have occasionally referred to Yugoslavia as a member of the "socialist bloc." Strictly speaking, Yugoslavia should not be grouped with the other communist countries as a member of the "bloc."

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MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction - Part II

GENERAL

1. Following the projected meeting in Washington in late April of the FBIS-BBC Joint Coordination Committee, Mr. John T. Campbell, Head, BBC Monitoring Service will make a tour of FBIS field stations. The dates of Mr. Campbell's visit to each bureau will be supplied later.

2. Radio Propaganda Reports published in February:

a. "Chinese Communist Party Steers Middle Course Between 'Rightist' and 'Leftist' Extremes," in support of NIE 13-57, COMMUNIST CHINA THROUGH 1961.

b. "Radio Moscow Backtracks from Favorable Treatment of New Guatemalan President." A copy was forwarded to ONE in support of NIE 82-58, THE OUTLOOK FOR GUATEMALA.

c. "Renewed Literary Controversy in North Vietnam: Writers Resist Communist Party Control," based on data from the Saigon Bureau.

d. "Increased Stress on Political Indoctrination in Radio Volga Broadcasts to Soviet Troops," based on data from the German Bureau.

e. "Long-term Soviet Civil Defense Program Projected at DOSAAF Congress," in response to last year's NIC request for semiannual reporting on Soviet propaganda about civil defense.

3. In Hokkaido, the movement of Bureau personnel and dependents to Chitose Air Base housing was undertaken. Maintenance of the operation at Camp Crawford is expected until mid-summer.

ADMINISTRATIVE

1. Bureaus are requested to forward an original and one copy of S. F. 1038, Application and Account for Advance of Funds, to headquarters when requesting a travel advance.

2. Bureau Chiefs are requested to review their FY 1958 State Department administrative support estimate and advise the Administrative Office if any adjustments are required because of significant changes in programs or costs.

S-E-C-R-E-T

3. Bureaus are advised that the dividend paid on share accounts in the Northwest Federal Credit Union for the year 1957 was at the rate of 4.5%.

4. The following FBIS regulatory issuances were released during the month of February:

50X1

PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment

Monitor in Chinese
WCB

Editor
Editorial Branch

Teletype Operator
WCB

50X1

2. Reassignments

From

To

Chief, USSR Int. & Home Unit
Editorial Branch

Senior Editor
ECB

Editor
London Bureau

Eastern Europe Unit
Editorial Branch

50X1

3. Transfers from FBIS

From

To

RPB

FDD

50X1

4. Separations

From

Clerk-typist
Editorial Branch

Clerk-steno.
Field Operations Staff

50X1

50X1